



# CITY OF SAN ANTONIO

P.O. Box 839966  
SAN ANTONIO, TEXAS 78283-3966

September 21, 2004

Dear City of San Antonio Supplier

First and foremost thank you for your service as a supplier to the City of San Antonio. This new fiscal year brings on many new programs to our procurement process. First we will be upgrading and integrating our procurement system with new technology. It will streamline our procurement process, and allow us to expand our ability to procure goods and services in a more cost effective manner.

With this new technology, some of our processes will be changed. Previously each supplier, with an annual contract received a letter from this office informing them that a purchase order would be mailed prior to the start of the fiscal year. This will happen, however because we are still in the process of integrating our system, you will be receiving the Purchase Order, later than the October 1. If you have approved the renewal you can continue delivery of items stated in the contract.

Also, the Purchase Order format has changed to reflect more pertinent information. Though the change to the Purchase Order is minor, we ask you assist in ensuring the data is correct. We ask you provide the purchase order number when you invoice Accounts Payable.

We will need your cooperation as we transition from our old system into the new. We look to be able to transition into the new system with some necessary adjustments to our process. If you have any questions please call Deborah Cortez in our office at 210-207-7260

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Oz Parker  
Purchasing Manager